

DEADLINE DATES

Renewal: 30 days prior to the expiration date

There is not a grace period to renew. Contractors are required to submit their license renewal 30 days prior to the expiration date to prevent working on an expired license.

The following are the deadline dates for receiving applications and revision requests for Board review:

License Application: 20th of the month prior to the next Board meeting

License Revision: Last day of the month prior to the next Board meeting

(If the deadline date lands on a holiday or week-end, the deadline is the next business day)

Example - January 25, 2011 (*Board Meeting Date*)

- The deadline date to turn in a contractor's license application for the January meeting would be: **December 20, 2010**
 - The deadline date for a licensed contractor to submit a license revision request: **January 3, 2011** (*State offices closed 12/31/10*)
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- Please always allow 5 to 7 business days for mail delivery.
- Check the renewal form of each license profession (*see the "Forms and Downloads" of the website*) relative to late fees and time before losing renewal rights.
- If a contractor's license expired on 12/31/2010, it takes the Board approximately 30 days to audit and process a renewal. To prevent working on an expired licensed, please send in by 11/31/2010.
- May check the **status** at: <http://verify.tn.gov/>
- Check the Board's "**Calendar**" for meeting dates at:
<http://tn.gov/commerce/boards/contractors/calendar.shtml>
- There are special "**Hardship**" provisions to allow expediting an application for those unable to meet the deadline or the license needed prior to the next Board meeting:
<http://tn.gov/commerce/boards/contractors/documents/HardshipRequestForm.pdf>